



Office of the City Clerk

Weekly Report – for Week Ending November 14, 2014

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

TOP ITEMS

City Primary/General 2015 Elections:

Declaration of Intention filing began on Monday, November 3, 2014 and ended on Saturday, November 8, 2014 at 12 noon. In total, there were 89 Declaration of Intention filings.

OFFICE	NO. FILED	OFFICE	NO. FILED
Council District 2	4	Board of Education 1	2
Council District 4	18	Board of Education 3	7
Council District 6	3	Board of Education 5	5
Council District 8	6	Board of Education 7	3
Council District 10	6	Community College 1	6
Council District 12	3	Community College 3	6
Council District 14	9	Community College 5	5
		Community College 7	6

Nominating Petition filing period began on Saturday, November 8, 2014. As of November 11th, 83 candidates have picked up their Nominating Petitions. The final day to pick up and file Nominating Petitions will be on Wednesday, December 3, 2014 at 5:00 p.m.

1,150 polling places out of a total of 1593 required polling places have been recruited.

Staff continues to recruit city employees for the City Employee Poll Worker (CEP) program. This week, staff visited 61 City locations to distribute outreach material and received 60 applications. To date, staff has received 363 applications. The goal is to recruit 600 CEPs from 800 applications.

The STAR Student Poll Worker Program is off to a good start. Staff distributed 2,833 applications, made 12 presentations, and received 153 completed applications.

As a way to promote civic engagement among Los Angeles' diverse community, half page advertisements recruiting bilingual poll workers were published in 14 non-English local newspapers. The advertisements were in all 11 federally and City mandated languages of Armenian, Chinese, Farsi, Japanese, Hindi, Korean, Russian, Spanish, Tagalog, Thai, and Vietnamese.

On November 12, Council passed a resolution to amend the City's Election Code to allow processing of Vote-By-Mail ballots postmarked by Election Day and received within three days after Election Day.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	0/1
Number of Notices/Publications	42
Number of Contracts Attested	28
Number of Council Files Created	82
Number of Claims Received	89
Number of Referrals	75
Number of Council Meetings	3
Number of Committee Meetings	6

- *Declaration of Intent Filing has Ended with 89 filings*
- *Nominating Petition Filing Started*
- *Chatsworth BID Annual Report Adopted by Council*
- *Microfilm Conversion of City Council Minutes is 49% Completed.*



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Neighborhood and Business Improvement Districts:

The Council adopted the 2014 Chatsworth Annual Report and Memorandum of Understanding between the LADWP and City Clerk.

The 2014 Wilshire Center Business Improvement District (BID) Annual Report and the Annual Planning reports for the Century City and Westwood Village property-based BIDs were requested to be waived by the Economic Development Committee.

Staff reviewed the draft Management District Plan and Engineer's report with the consultant for the renewal of the Los Angeles Tourism Marketing District.

Staff attended the LA BID Consortium meeting on November 13, 2014.

2015 Annual Planning Reports: 3 of 29 reports were received with requested date of November 1, 2014 (Contract Due date December 1, 2014).

Fiscal – Staff completed preparation of the draft FY15-16 Proposed Budget; provided trust fund balances to several Council Offices; coordinated with Mayor staff to ensure sufficient appropriations to the Grant Salary Reimbursement Account; and coordinated with Accounting staff to complete transfers approved in the first Financial Status Report.

AB1290/Council – Staff has seven (7) contracts and amendments in process, closed out three (3) contracts, processed three (3) payments, and has ten (10) close outs in progress.

General City Purposes – Staff received 44 GCP allocation requests, processed 33 invoices for payment, and drafted one (1) contract.

Personnel – Staff coordinated with General Services Department for the destruction/deactivation of accumulated employee badges of former Council/Mayor employees; coordinated with the Office of the Controller the update of the PAYSR system to provide 2.75% raises for Council/Mayor staff effective January 1, 2015; and prepared two emergency appointment requests.

Microfilm Conversion of City Council Minutes – Twelve reels of microfilm containing Council Minutes were converted to a digital format for online access this week. That brings our total to 205 reels converted this fiscal year and 418 reels total, which represent 94% of this year's project and 49% of the total four year project respectively. The City Council minutes are now available on line back to March of 1923. The project is on target and will resume with new funding next fiscal year.

Research – Copies of two past City ballot measures authored by then City Councilmember Zev Yaroslavsky were provided to the Los Angeles County Registrar-Recorder.

Digital Archives Tour at USC – Following the meeting with the Mayor's Office and the University of Southern California Digital Library, the City Archives is developing a risk assessment and prioritization of its historical records for a possible partnership with the USC Digital Library.

ISSUES

None to report.

UPCOMING . . .

None to report.